



CITY OF ALAMEDA

CIVIL SERVICE BOARD HEARING PROCEDURES

In accordance with the Civil Service Board Rules, the hearing before the Civil Service Board shall be informally conducted, and the technical rules of evidence and pleading need not apply. Unless incapacitated, the appealing employee shall appear personally and shall not be excused from answering questions and supplying information.

The hearing before the Civil Service Board is a disciplinary appeal. The burden of proof shall be on the City. The procedures shall be as follows:

- 1) City Opening Statement (optional)
- 2) Appellant Opening Statement (optional)
- 3) City Presentation
- 4) Cross-examination by appellant
- 5) Questions from the Civil Service Board, if any
- 6) City Rebuttal, if necessary
- 7) Appellant Presentation
- 8) Cross-examination by City
- 9) Questions from Civil Service Board, if any
- 10) Appellant Rebuttal, if necessary
- 11) City Closing arguments (optional)
- 12) Appellant Closing arguments (optional)

The hearing shall be recorded. A copy of the recording or transcript of the hearing shall be made available to both parties as soon as possible after the close of the hearing. Additional copies shall be at the expense of the requesting party.

Both parties must bring enough copies of each document or exhibit to be handed out during the hearing for each of the Civil Service Board members, Board legal counsel, opposing party, and for the recorder (8 copies total). If any party desires to present a brief to the Board, the briefs shall be served upon the opposing party at least 24 hours in advance of the hearing and 8 copies provided to the Civil Service Board by noon on the day of the hearing.

Each party is responsible for the scheduling, notification, costs and fees (if any) of their respective witnesses.

The hearing before the Civil Service Board may be continued or adjourned from time to time as the Civil Service Board may determine.

In accordance with the Civil Service Board Rules, within ten (10) days after the hearing is concluded and the matter submitted for decision, the Civil Service Board shall make its written decision and the same shall thereupon be certified to the appointing power and the employee concerned.

The Civil Service Board may reverse, modify, affirm or change any decision or determination from which the case was appealed. The decision of the Civil Service Board shall be final.